

TEMPLATE

Letter of Endorsement

For Employment (paid position)

Page 1: *Notes and Instructions for Employment Endorsement Letter*

Page 3: *Template to be saved to your computer to fill in proper information*

Important – Please read this first before proceeding:

If the employer requires the applicant to join a professional organization (such as APC or ACPE, etc.) for his/her employment, then this is not the template to use. However, if the employer does not require the applicant to join a professional organization, such as APC, and only wants an endorsement, use this template. Please check with endorsement office first since this template is rarely used. The majority of employers want the chaplain to join a professional organization.

Note: Employment in a government chaplaincy position such as a VA Hospital or Federal Prison requires government endorsement which is a different application/endorsement process.

Committee on Ministry:

- Reads and reviews applicant's paperwork.
- Interviews applicant.
- Makes decision on granting endorsement for this employer and position only.

Writing the letter

- Save this file to your computer (template for letter is on page 3)
- On your copy, fill in the information requested in the parentheses using information from the application form or provided by the applicant and then remove parentheses.
- Use official letterhead from association, conference or church. Create, if necessary.
- Send applicant a copy of letter and file a copy in applicant's folder at association along with the application form and endorsement packet.

Mail letter directly to applicant's employer. Do not mail to national setting.

Endorsement for employment is handled at the association level only and the national setting only gives guidance and answers questions. The letter does not need to be stamped with the UCC seal, and therefore does not need to be sent to the endorsement secretary. Sign the letter and identify yourself with contact information if it is not in the letterhead so that the employer can contact you, if necessary.

Questions? Contact Kathleen Sattler, endorsement secretary, at sattlerk@ucc.org or call toll free at (866) 822-8224, ext. 3850 or direct at (216) 736-3850.

Please note: Ministers who were granted Privilege of Call (POC) must have a call and then be granted UCC full ordained ministerial standing before being endorsed by the UCC. Because endorsements are done differently by each denomination and they do not transfer from denomination to denomination, the applicant must go through the full UCC endorsement process.

(Date)

(Name of person to receive letter, title, department - provided by applicant)

(Name of organization employing applicant - provided by applicant)

(Address of employment - provided by applicant)

(City, state and zip code - provided by applicant)

Dear (Name from above):

The Committee on Ministry of the (Association) of the (Conference) of the United Church of Christ met on (date) to review the credentials of, and to interview (Name). As a result of that meeting, (Association) has granted Ecclesiastical Endorsement to:

(Proper Full Name)

(Home address, not work address)

(City, State, and Zip Code)

This endorsement means that (Minister's Name):

- a. Is a fully ordained minister in the United Church of Christ and is in good standing.
- b. Has professional qualification in Clinical Pastoral Education and Counseling.
- c. Is engaged in the full time pursuit of (his/her) Christian vocation in accordance with the accepted standards of the United Church of Christ, and has fulfilled the required years of active professional and qualifying experience.
- d. Will participate collegially in a religiously, culturally, and racially diverse setting to provide for the needs of all without prejudice.
- e. Has the confidence and commendation of the United Church of Christ for appropriate consideration and employment by (name of organization) as a (position or title).

The chaplain named has stated the employer does not need the chaplain to be certified by any professional organization such as APC or ACPE, etc. but needs to be endorsed only to work as a chaplain at this company. Therefore, this letter applies to endorsement only at this particular organization and only for the position named. It is not transferable to any other organization or for any other use. The endorsement ends when the person leaves the organization's position and employment.

Faithfully,

Signature

(Type name of Chair or other authorized signer)

(Title of person signing)

(Name of Association/Conference if both are not already on letterhead)

(Email address and phone number of person signing, if not already on letterhead)